

MAIL MANAGEMENT BULLETIN

1315 East West Highway, Suite 3866, Silver Spring, MD 20910

National Oceanic and Atmospheric Administration

DECEMBER 2016 – JANUARY 2017

Welcome to the autumn leaves edition of the NOAA/USPS mailing and shipping bulletin! The home of new and exciting postal information!



In this edition, we will be discussing the following topics:

- Postage Price Change for 2017
- Myths About Security - 3 of 3 series
- OMAS (Penalty) Stamps
- UPS and FedEx Ground Shipping

The NOAA Mail Management team provides a bi-monthly mail management bulletin to bring you the most up-to-date, cost-saving, and correct information regarding NOAA mailing procedures and safety.

It is important that you read the information provided in the bi-monthly mail bulletins.

You are encouraged to recommend fresh and interesting postal topics.

Please feel free to submit changes or offer suggestions to make this bulletin useful and beneficial to you and everyone who reads it. It would be appreciated if you would pass this information along and notify us of anyone you know who is responsible for mail and is not receiving this bulletin

For your reference:

All past mail bulletins as well as mail management guidance is posted on the Mail Management website at:

http://www.corporateservices.noaa.gov/facmd/logistics_management/mail_management/

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POSTAGE NEWS

Postage Information

“LUCKY MAILERS: Some Postage Rates Decline In 2017”

Not every rate class is going up in the proposed postage rate hikes for January 22, 2017. From First Class metered mail to Standard Mail, some mailers will actually see their rates go down.

The rate for First-Class single piece meter mail will be .46 cents, declining a half cent and a full .02 cents lower than the new .49 cent single piece rate.

 Price Change 2017			
Key First-Class Mail Single-Piece Prices			
	Current Price	New Price	Percent Change
Stamp Price 1 Oz.	0.47	0.49	4.3%
Single Piece Additional Ounce	0.21	0.21	0.0%
Meter Price 1 Oz.	0.465	0.46	-0.1%
Single-Piece Flats 1 Oz.	0.94	0.98	4.3%
Single-Piece Cards	0.34	0.34	0.0%
Retail Parcels 0-4 ozs.	2.62	2.67	1.9%

Priority Mail rates will also increase, some more than others. Here are the proposed and current prices:

	Current	New
Small flat-rate box	\$6.80	\$7.15
Medium flat-rate box	13.45	13.60
Large flat-rate box	18.75	18.85
Large APO/FPO flat-rate box	16.75	17.35
Regular flat-rate envelope	6.45	6.65
Legal flat-rate envelope	6.45	6.95
Padded flat-rate envelope	6.80	7.20

The USPS has filed notice with the Postal Regulatory Commission (PRC) of the price changes to take effect next year January 22, 2017.

NOAA locations with mail meters and PC postage will be effected by the above changes. The NOAA Mail Management team will provide guidance before those rates are actually official. Stay tuned.

Please contact the Mail Management team if you have any questions or need further clarification.

Mail Safety & Security

Safety and Security

“Myths about Mail Security”

There are three (3) myths about mail security. We have shred 2 myths in earlier issues of the Mail Bulletin. This month we are revealing the final “The Mystery of the Myth.”

Myth #3 – Mail Screening equipment screens for all toxins and threats.

Today’s technology for mail screening can be complicated and costly. Taking the time to understand the various solutions for mail screening and being able to identify the differences between those solutions can be priceless.

An x-ray machine itself **cannot** detect gas, poisons, hidden knives or disassembled guns. The x-ray machine only produces images. It will not sound an alarm if an item is a threat. Therefore the machine requires a well-trained operator to interpret the images and recognize the threat. The x-ray machine is only as good as the operator.

A chemical/biological sniffer is only effective if suspicious mail is detected and tested by a person. Many different machines are required to detect every form of threat, but most importantly well-trained people are essential throughout the entire process.

Additional vigilance of well trained staff is necessary after mail has been screened for threats to keep facilities and staff safe. Mail may not qualify as a threat after being processed by mail screening equipment but it can be suspicious to the eye of a well-trained staff member. Remember; take the extra steps to be safe. Mail screening equipment does not screen for all toxins and threats.

[Publication 166, Guide to Mail Center Security](http://about.usps.com/publications/pub166.pdf), is a great source for understanding, accessing, and preventing threats. A PDF publication version of the USPS Guide to Mail Center Security is also available, <http://about.usps.com/publications/pub166.pdf>.

If you have any questions regarding mail security and safety please contact the mail management team. Keep a suspicious mail poster up in your office. A suspicious mail poster can be ordered from the USPS, FBI or copies can be made from the PDF provided on the mail management website at:

http://www.corporateservices.noaa.gov/facmd/logistics_management/mail_management/

Mailing and Shipping

Small Package Shipping

“OMAS Penalty Stamps and OMAS BRM are Obsolete”

Official Mail Accounting System (OMAS) Penalty Stamps and Business Reply Mail Cards are obsolete for NOAA. NOAA no longer holds an OMAS account; rather, it utilizes the Centralized Account Processing System (CAPS) to pay for postage with the USPS.

Under no circumstances should these stamps be used. They have no monetary value (whatever the denomination of the stamp). Old stock piles must be destroyed (they serve no purpose).



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Shipping

“Ground Shipping” Option

4th in a series of 4 Small Package Shipping Options

Ground Shipping is the most cost efficient manner to ship packages compared to air shipping. When using Ground Shipping that is less than 150 miles from your location to the destination, your package will arrive the same day as Next Day Air shipping. If your package does not need to be received immediately and the distance is far more than 150 miles, Ground Shipping works just as well.

When using Ground Shipping, you will need to provide your own packaging. The UPS and FedEx do not provide Ground Shipping envelopes/bags/boxes.

Pick-up of Ground Shipping Packages

UPS: The UPS automatically picks up Air and Ground Shipping packages.

FedEx: For Ground Shipping, you will have to call the FedEx at 1-866-477-7529 to schedule a pick-up—unless you scheduled a weekly pick-up at a designated location within your office/building.

For the Silver Spring NOAA campus, 1315 building (SSMC3/3rd floor), a scheduled pick-up has been established with the FedEx. The schedule is as follows:

Tuesdays and Thursdays
3:30 pm – 6:00 pm
SSMC3/3rd Floor
(next to the FedEx drop box)

As always, your organization’s mission dictates the type of shipping service it will require. In addition, you should always compare costs between the UPS, FedEx, and the USPS.

The Joke of the Month

“She Lost Her Mind Completely”

A man took his wife to a psychiatrist for an evaluation. After an examination, the doctor took the husband aside and said. “I have bad news. There is nothing I can do to help. Your wife has lost her mind completely.”

“I guess I shouldn’t be surprised,” the man responded calmly. “After all, she has been giving me a piece of it every day for the last thirty-five years.”
